

Proposed Budget

Save a copy of this .pdf budget in your DOCUMENTS folder.
The saved copy of the budget will then need to be submitted via email to
- Your County Commissioners
- The Wyoming Department of Audit at doa-pfd-web@wyo.gov

| | | | |
|--------------------------------|------------------------------|-----------------------------|--------------------|
| NAME OF DISTRICT/BOARD: | Crook County Museum District | YOUR NAME: | Lisa K. McGuinness |
| COUNTY: | Crook | HEARING DATE: | 7/20/2015 |
| DISTRICT ADDRESS: | PO Box 795 | LOCATION OF HEARING: | Sundance, WY |
| City, State, Zip | Sundance, Wyoming, 82729 | TIME OF HEARING: | 5:00 PM |
| DISTRICT PHONE: | 1-307-283-3667 | | |
| Fiscal Year Ending: | June 30, 2016 | | |

INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

- Please follow the steps below:
 - Download this as an Excel file and save to your computer.
 - Begin by reading this instruction sheet and continue by inputting data on the following worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
 - Enter all required information at the top of this sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
- Choose, in the drop-down box in the upper right corner of this page, which budget ("proposed" or "final") you intend to submit at this time. **Note: If you are preparing a proposed budget the "Final Budget" column will be blacked out.**
- In places you are asked to identify a specific item, please describe it in detail for proposed budget.
- For EACH budget form prepared (Proposed or Final) you will click the "Convert to PDF" button on the "Budget Summary" page. This will save a copy of the budget in your DOCUMENTS folder in .pdf format. The saved copy of the budget will then need to be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov
- If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

What's New:

- The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
- If you have a large list of items to add to certain sections, there is a page to **add more items**.

Helpful Tip: Certain headings have comments associated with them, which contain more detailed information regarding the section of the budget form you are about to complete. They appear in red boxes to the right of the budget form.

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

Proposed Budget

Crook County Museum District

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE B

ADMINISTRATION BUDGET

DATA INPUT

ACTIVITY

B-1 Personnel Services:

B-1.1 Administrator

B-1.2 Secretary

| | |
|-------|----------|
| B-1.3 | Clerical |
|-------|----------|

| | |
|-------|-----------------|
| B-1.4 | Other (Specify) |
|-------|-----------------|

B-1.5

B-1.6

B-2 Board Expenses:

| | |
|-------|--------|
| B-2.1 | Travel |
|-------|--------|

| B-2.2 | Mileage |
|-------|---------|
|-------|---------|

B-2.3 Other (Specify)

B-2.4 Election

B-2.5

B-3 Contractual Services:

| | |
|-------|-------|
| B-3.1 | Legal |
|-------|-------|

B-3.2 Accounting/Auditing

B-3.3 Other (Specify)

B-3.4

B-3.5

B-4 Other:

B-4.1 Office Supplies

| | |
|-------|---------------------------------|
| B-4.2 | Office equipment, rent & repair |
|-------|---------------------------------|

B-4.3 Education

B-4.4 Registrations

B-4.5 Other (Specify)

B-4.6 Postage

B-4.7 Advertising

B-4.8 see additional details

B-5 TOTAL ADMINISTRATION

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| \$0 | \$5,000 | \$550 | |
| | | | |
| | | | |
| | | | |
| \$3,000 | \$2,500 | \$1,600 | |
| \$400 | \$400 | \$400 | |
| | | | |
| | | | |
| | | | |
| | | | |
| \$8,700 | \$8,700 | \$8,200 | |
| \$7,000 | \$7,000 | \$8,000 | |
| \$4,000 | \$5,000 | \$4,000 | |
| | | | |
| | | | |
| \$750 | | | |
| \$800 | | | |
| \$20,000 | \$20,000 | \$18,000 | |
| \$44,650 | \$48,600 | \$40,750 | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Crook County Museum District

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE C

OPERATIONS BUDGET

DATA INPUT

ACTIVITY

C-1 Personnel Services:

| | |
|-------|-------------------|
| C-1.1 | Wages--Operations |
| C-1.2 | Service Contracts |
| C-1.3 | Other (Specify) |
| C-1.4 | |
| C-1.5 | |

C-2 Travel:

| | |
|-------|-----------------|
| C-2.1 | Mileage |
| C-2.2 | Other (Specify) |
| C-2.3 | |
| C-2.4 | |

C-3 Operating supplies (List):

| | |
|-------|-----------------|
| C-3.1 | Museum Supplies |
| C-3.2 | |
| C-3.3 | |
| C-3.4 | |

C-4 Program Services (List):

| | |
|-------|----------------------|
| C-4.1 | Fundraising Expenses |
| C-4.2 | |
| C-4.3 | |
| C-4.4 | |

C-5 Contractual Arrangements (List):

| | |
|-------|--|
| C-5.1 | |
| C-5.2 | |
| C-5.3 | |
| C-5.4 | |

C-6 Other operations (Specify):

| | |
|-------|--------------------------|
| C-6.1 | Utilities, Rent |
| C-6.2 | Phone |
| C-6.3 | Petty Cash |
| C-6.4 | Building Maint. & Repair |

C-7 TOTAL OPERATIONS

[illegible]

Proposed Budget

Crook County Museum District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE D
INDIRECT COSTS BUDGET

DATA INPUT

| | ACTIVITY |
|------------|--------------------------------|
| D-1 | Insurance |
| D-1.1 | Liability |
| D-1.2 | Buildings and vehicles |
| D-1.3 | Equipment |
| D-1.4 | Other (Specify) |
| D-1.5 | Bonds |
| D-1.6 | |
| D-2 | Indirect payroll costs: |
| D-2.1 | FICA (Social Security) taxes |
| D-2.2 | Workers Compensation |
| D-2.3 | Unemployment Taxes |
| D-2.4 | Retirement |
| D-2.5 | Health Insurance |
| D-2.6 | Other (Specify) |
| D-3 | Depreciation Expenses |
| D-4 | TOTAL INDIRECT COSTS |

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| | | | |
| \$6,000 | \$6,000 | \$5,500 | |
| | | | |
| | | | |
| \$500 | \$500 | \$500 | |
| | | | |
| | | | |
| | | | |
| \$23,460 | \$28,800 | \$15,000 | |
| \$880 | \$1,000 | \$1,061 | |
| | | | |
| \$17,887 | \$17,900 | \$19,527 | |
| \$8,000 | \$12,000 | \$15,280 | |
| | | | |
| | | | |
| | | | |
| | | | |
| \$56,727 | \$66,200 | \$56,868 | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Crook County Museum District

NAME OF DISTRICT/BOARD

FYE 6/30/2016**SCHEDULE E**

CAPITAL OUTLAY BUDGET

DATA INPUT

ACTIVITY

E-1 Capital Outlay

E-1.1 Real Property

E-1.2 Vehicles

E-1.3 Office Equipment

E-1.4 Other (Specify)

E-1.5

E-1.6

E-2 TOTAL CAPITAL OUTLAY

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| | | | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Crook County Museum District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE F
DEBT SERVICE BUDGET

DATA INPUT

ACTIVITY

F-1 Debt Service

 F-1.1 Principal

 F-1.2 Interest

 F-1.3 Fees

F-2 TOTAL DEBT SERVICE

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| | | | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Crook County Museum District

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE G

DATA INPUT

FORECASTED REVENUE

G-1 Government Support

- G-1.1 State Aid
- G-1.2 County Aid
- G-1.3 City (or Town) Aid
- G-1.4 Other (Specify)
- G-1.5 Total Government Support

G-2 Operating Revenues

- G-2.1 Customer Charges
- G-2.2 Sales of Goods or Services
- G-2.3 Other Assessments
- G-2.4 Total Operating Revenues

G-3 Grants

- G-3.1 Direct Federal Grants
- G-3.2 Federal Grants thru State Agencies
- G-3.3 Grants from State Agencies
- G-3.4 Total Grants

G-4 Miscellaneous:

- G-4.1 Interest
- G-4.2 Other: Specify
- G-4.3 Other: Additional
- G-4.4 Total Miscellaneous

G-5 Total Forecasted Revenue

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| | | | |
| | | | |
| | | | |
| \$63,425 | \$30,000 | \$10,000 | |
| \$63,425 | \$30,000 | \$10,000 | |
| | | | |
| | | | |
| \$15,000 | \$30,000 | \$10,000 | |
| | | | |
| \$15,000 | \$30,000 | \$10,000 | |
| \$78,425 | \$60,000 | \$20,000 | |

G-6 DEPRECIATION (REPLACEMENT) RESERVE

- G-6.1 Balance in Reserve Account, beginning of budget year
- G-6.2 Amount to be added to the reserve
- G-6.3 SUB-TOTAL
- G-6.4 Identify the amount to be spent from "Reserve for Capital Outlay"
 - a. _____
 - b. _____
 - c. _____
- G-6.5 TOTAL CAPITAL OUTLAY (a+b+c)
- G-6.6 Account (Line 3 - Line 5)

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |

G-7 OTHER RESERVE

G-7.1 Balance in Reserve Account, beginning of budget year

G-7.2 Amount to be added to the reserve

G-7.3 SUB-TOTAL

G-7.4 Identify the amount and project to be spent from "Other Reserves"

a. Masonry Projectb. CCM special funds

c. _____

G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)

G-7.6 9 - Line 11)

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| \$154,224 | \$102,000 | \$210,000 | |
| | | | |
| \$154,224 | \$102,000 | \$210,000 | |
| | | | |
| | | \$30,000 | |
| | | \$75,000 | |
| | | | |
| \$0 | \$0 | \$105,000 | |
| \$154,224 | \$102,000 | \$105,000 | |

G-8 EMERGENCY RESERVE (cash)

G-8.1 Balance in Reserve Account, beginning of budget year

G-8.2 Amount to be added to the reserve

G-8.3 SUB-TOTAL

G-8.4 Amount to be spent from Emergency Reserve (Cash)

G-8.5 15 - Line 16)

G-8.6 TOTAL TO BE SPENT

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| \$41,875 | \$41,875 | \$41,879 | |
| | | | |
| \$41,875 | \$41,875 | \$41,879 | |
| | | | |
| \$41,875 | \$41,875 | \$41,879 | |
| \$0 | \$0 | \$105,000 | |

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)**G-10 Deductions:**

G-10.1 a. Unpaid bills at FYE

G-10.2 b. Reserves

G-10.3 **Total Deductions (a+b)****G-11 Estimated cash available****G-12 Other Forecasted Revenues:**

G-12.1 a. Other past due-as estimated by Co. Treas.

G-12.2 b. Other forecasted revenue (specify):

G-12.3 _____

G-12.4 _____

G-12.5 _____

G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| \$302,000 | \$335,000 | \$465,634 | |
| | | | |
| \$17,000 | \$20,000 | \$20,000 | |
| \$196,099 | \$143,875 | \$146,879 | |
| \$213,099 | \$163,875 | \$166,879 | |
| \$88,901 | \$171,125 | \$298,755 | |
| | | | |
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| \$167,326 | \$231,125 | \$318,755 | |

Proposed Budget

Crook County Museum District

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE H

Analysis of Additional Financial Support Required:

DATA INPUT

- H-1** Tax levy (for entities able to make levies)
- H-2** Other County Support
- H-3** Provision for tax shrinkage (Provided by County Treasurer)

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| \$267,397 | \$278,876 | \$294,000 | |
| | | | |
| | | | |
| | | | |
| | | | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Crook County Museum District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

I-1 BUDGET MESSAGE

The Crook County Museum District (CCMD) is a special district receiving a one mill levy from Crook County for their operation. We have an elected six-person board of trustees, and four employees--three full-time museum directors (one each in our Hulett, Moorcroft, and Sundance museum locations) and one part-time administrative assistant who works in the CCMD office in Sundance. CCMD's main focus is maintaining and supporting the three county museums, but we also manage the Old Stoney Committee which is working to restore a 1923 sandstone school building in Sundance. (The committee partners with the nonprofit Crook County Museum Foundation and Art Gallery.) We hold five bank accounts in two local banks: an operations account for recurring expenses; a payroll account; a grant account for Old Stoney monies; a reserve account, and a special designated trust fund, only usable by the Crook County Museum. Our monthly mill levy payment from the Crook County Treasurer is deposited into the operations account, and is disbursed as necessary for the ongoing expenses of the museum district. The payroll account is set up to handle the electronic paycheck deposits for our employees, and the online payments for our monthly, quarterly, and yearly payroll taxes. We transfer money from the operating account into the payroll account twice a year. The grant account handles all monetary transactions for the Old Stoney REstoration, including grants, donations, and expenditures. Just this past year, we recieved the final payment from a successful grant application in 2011, so on occasion we do have unexpected, uncommon, and irregularly large deposits. This account will be drawn down this next fiscal year, as Phase Two of the Old Stoney Window Project begins. We hast annual fundraising events fro the Old stoney Restoration as well. The reserve account balance remains fairly static from year to year. It is substantial enough to cover payroll and museum expenses for a short while, if necessary, but generally is not accessed. CCMD gives much needed stability to our three local museums, which were previously dependent on their local nonprofit museum foundation and historical societies for monetary support. With the establishment of the CCMD, we ensure their ability to serve the public through regular hours, as well as allow them to expand ehbits, recieve and house artifacts, and offer educational opportunities for all ages.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Crook County Museum District

20-Jul-15

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

Sundance, WY

5:00 PM

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF
HEARING

PROPOSED BUDGET SUMMARY

| | | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|--|---|---------------------|------------------------|-----------------------|-------------------|
| S-1 | Total Expenditures, Cash Requirements | \$269,511 | \$296,765 | \$286,570 | |
| S-2 | Total to be added to Reserves | \$0 | \$0 | \$0 | |
| S-3 | Total Cash and Forecasted Revenues | \$167,326 | \$231,125 | \$318,755 | |
| S-4 | Additional Financial Support Required | \$102,185 | \$65,640 | \$0 | |
| S-5 | Amount as approved by County Commissioners | \$267,397 | \$278,876 | \$294,000 | |
| Analysis of additional Financial Support Required: | | | | | |
| S-6 | Tax levy (for entities able to make levies) | \$267,397 | \$278,876 | \$294,000 | |
| S-7 | Other County Support | \$0 | \$0 | \$0 | |

Additional funding approved by:

County Commissioner

Date Approved

The Crook County Museum District (CCMD) is a special district receiving a one mill levy from Crook County for their operation. We have an elected six-person board of trustees, and four employees--three full-time museum directors (one each in our Hulett, Moorcroft, and Sundance museum locations) and one part-time administrative assistant who works in the CCMD office in Sundance. CCMD's main focus is maintaining and supporting the three county museums, but we also manage the Old Stoney Committee which is working to restore a 1923 sandstone school building in Sundance. (The committee partners with the nonprofit Crook County Museum Foundation and Art Gallery.) We hold five bank accounts in two local banks: an operations account for recurring expenses; a payroll account; a grant account for Old Stoney monies; a reserve account, and a special designated trust fund, only usable by the Crook County Museum. Our monthly mill levy payment from the Crook County Treasurer is deposited into the operations account, and is disbursed as necessary for the ongoing expenses of the museum district. The payroll account is set up to handle the electronic paycheck deposits for our employees, and the online payments for our monthly, quarterly, and yearly payroll taxes. We transfer money from the operating account into the payroll account twice a year. The grant account handles all monetary transactions for the Old Stoney REstoration, including grants, donations, and expenditures. Just this past year, we recieved the final payment from a successful grant application in 2011, so on occasion we do have unexpected, uncommon, and irregularly large deposits. This account will be drawn down this next fiscal year, as Phase Two of the Old Stoney Window Project begins. We hast annual fundraising events fro the Old stoney Restoration as well. The reserve account balance remais fairly static from year to year. It is substantial enough to cover payroll and museum expenses for a short while, if necessary, but generally is not accessed. CCMD gives much needed stability to our three local museums, which were previously dependent on their local nonprofit museum foundation and historical societies for monetary support. With the establishment of the CCMD, we ensure their ability to serve the public through regular hours, as well as allow them to expand ehibits, recieve and house artifacts, and offer educational opportunities for all ages.

Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District

NAME OF DISTRICT/BOARD**CASH AND FORECASTED REVENUE****FORECASTED REVENUE**

J-1 **Government Support**

J-2 **Operating Revenues**

J-3 **Grants**

J-4 **Miscellaneous:**

J-5 **Estimated Cash Available**

J-6 **Other Forecasted Revenue**

J-7 **Total Cash Available and Forecasted Revenue**

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$63,425 | \$30,000 | \$10,000 | |
| \$15,000 | \$30,000 | \$10,000 | |
| \$88,901 | \$171,125 | \$298,755 | |
| \$0 | \$0 | \$0 | |
| \$167,326 | \$231,125 | \$318,755 | |

NAME OF DISTRICT/BOARD**ESTIMATED EXPENDITURES****J-8 Administration****J-9 Operations****J-10 Indirect Costs****J-11 Capital Outlay****J-12 Debt Service****J-13 Provision for Tax Shrinkage****J-14 Total Expenditures**

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| \$44,650 | \$48,600 | \$40,750 | |
| \$168,134 | \$181,965 | \$188,952 | |
| \$56,727 | \$66,200 | \$56,868 | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$269,511 | \$296,765 | \$286,570 | |

SUMMARY OF RESERVE FUNDS**J-15 Beginning Balance in Reserve Accounts**

J-15.1 a. Depreciation Reserve

J-15.2 b. Other Reserve

J-15.3 c. Emergency Reserve (Cash)

J-15.4 **Total Reserves (a+b+c)****J-16 Amount to be added**

J-16.1 a. Depreciation Reserve

J-16.2 b. Other Reserve

J-16.3 c. Emergency Reserve (Cash)

J-16.4 **Total to be added (a+b+c)****J-17 Subtotal****J-18 Less Total to be spent****J-19 Total Reserves**

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| \$0 | \$0 | \$0 | |
| \$154,224 | \$102,000 | \$210,000 | |
| \$41,875 | \$41,875 | \$41,879 | |
| \$196,099 | \$143,875 | \$251,879 | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$196,099 | \$143,875 | \$251,879 | |
| \$0 | \$0 | \$105,000 | |
| \$196,099 | \$143,875 | \$146,879 | |

PREPARED BY: Lisa K. McGuinness**DISTRICT ADDRESS:** PO Box 795

Sundance, Wyoming, 82729

DISTRICT PHONE: 1-307-283-3667

Proposed Budget

Crook County Museum District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

ADDITIONAL DETAILS

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
|---------------------|------------------------|-----------------------|-------------------|

Add to Section

Description

DATA INPUT

B-4.8 Other

Advertising

\$20,000

\$20,000

| |
|----------|
| \$18,000 |
|----------|